

# COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

## Minutes

Wednesday, February 20, 2013 @ 4:30 pm

Library Meeting Room

### Agenda

Call to Order	Meeting called to order at 4:33 P.M. by president Tyler Harding.
Roll call	Present: Tyler Harding, Joan Lambard, Dede Ewald ,Thelma Fisher, Connie Gilmore, Margo Mitchell, Library Manager Vanessa Ward, Library Supervisor Mary Griffith Absent: Richard Smith
I. Approval of Minutes	Connie moved that the minutes be accepted as stated. Dede seconded. <i>Minutes approved as written.</i>
II. Library Manager's Report	<p>*All statistics increased last month.</p> <p>There were a total of 2,031 reference questions and 19,651 directional questions for the month.</p> <p>We had an overall increase in programs. There were 73 programs with 787 in attendance.</p> <p>We had a total of 3,303 holds placed and 2,762 holds filled. E-book circulations also increased.</p> <p>Four programs were provided by our staff for Outreach services with a total of 59 in attendance.</p> <p>Board members praised the increase in programming and publicity. Vanessa commented that there are new people coming into the library.</p> <p>*Shirley Scott has been accepted into the Summer Library Institute, through the Arizona State Library. She will have three years to earn credit hours toward certification. She received one out of four available slots.</p>
III. Youth Services Report	<p>*Shirley and Liz attended a two-day NASA Space Science Workshop called "Explore: Life on Mars?" They will be using the techniques learned when creating new programs.</p> <p>*Jeff and Shirley will be attending a 2 hour webinar on science and technology activities and resources for libraries on March 8<sup>th</sup>.</p> <p>*Music for Tots is coming back with Kelly Ireland taking over for Kelly Cole. There will now be two regular musical programs.</p> <p>*Outreach and programming have increased from January 2012 in all areas. There were 39 programs serving 495 patrons in January 2013 compared to 24 programs serving 368 patrons in 2012.</p> <p>*Vanessa commented on the overall increase in library outreach efforts, including outreach to homeschoolers.</p>
IV. Old Business:	<p>*Phone service—The new phone system is up and working. There are now 26 lines coming in. A simple instruction sheet is being prepared. Each phone is an individual line, so multiple holds are a challenge at this time. Forwarding calls also isn't working well. There seems to be an increase in the number of calls coming in. Vanessa has received one complaint about the "corporate" feel of the phone service.</p> <p>*Excelling Grantwriter's Group— There is a lot of extra paperwork in grant implementation. For example, the grant facilitators (from OLLI and elsewhere) have</p>

	<p>to be fingerprinted and treated as temporary city employees for tax purposes. The grant deadline for submission is March 1. Vanessa is requesting the following: For adults—9 laptops, 4 tables with 2 chairs at each table; workshops on Spanish, software training, and Facebook for businesses. For youth— a smart board interactive table, Spanish classes, and School zone software. Homeschoolers are very excited about the possible additions to the library. Vanessa has many letters of support for the grant. Youth Services is also applying for a grant, focusing on Teens, with plans to revamp the teen area, with classes in animation, legotronics, and others. The library will be notified on May 1 about funding. Funds must be expended by August 2014.</p> <p>*Job Service computer—People are still using the computer on a regular basis.</p>
V. New Business:	<p>*Hennen’s American Public Library ratings—Hennen is no longer doing this rating. State statistics are still being gathered and reported to the state library system.</p> <p>*Internet services— The county I.T. has provided some assistance. The main support must come from the City of Cottonwood I.T. Controlling the bandwidth continues to be an issue. The incoming bandwidth has a higher download capacity than the outgoing bandwidth. We are now using an open-source filter, which has sped things up some.</p> <p>*Budget—March 1 is the deadline for initial proposals. In personnel, Vanessa is requesting the reclassification of a clerk position. Capital items being requested include new carpet, and an outdoor book and media return. General discussion of camera surveillance for increased security at an outdoor book drop. Vanessa previously requested information from the police department, but they indicated that it is currently not feasible.</p> <p>The library fee to the county library network will increase due to the formula used.</p> <p>*<i>Library Lines</i> survey results—people were interested in workshops on digital imagery, Spanish, travel sites and how to plan a trip, and Publisher. This is reflected in the grant application.</p>
VI. Yavapai Library Network Update	<p>*Telemessage is now available, but it is still long-distance. You can try it by calling 928-771-5820. YLN will be working with the County in the near future on getting it set up as a local number.</p> <p>*Camp Verde Public Library will test the Teletexting software before having the entire network use it. This is an opt-in system. YLN will pay for the texts.</p>
VII. Correspondence	<p>There was a request for a special section for new paperbacks. The library will establish one, but it will not be with the other new books, as there is no room there. Generally, Vanessa does not purchase paperbacks, however the library has received a lot of donations of 2012 paperbacks.</p>
VIII. Public Comment	<p>No public comment.</p>
IX. Future Agenda items & calendar updates	<p><i>Next meeting—3/20/13, 4:30 P.M.</i></p> <ul style="list-style-type: none"> <li>• Phone service</li> <li>• IT bandwidth control, site blocking/unblocking</li> <li>• Need for new carpet</li> <li>• Annual Volunteer luncheon, 4/27/13. Theme-- “Madhatter’s Tea Party”</li> </ul>
X. Adjournment.	<p><i>Margo moved we adjourn, Dede seconded. <b>Motion approved unanimously.</b></i></p> <p>Meeting adjourned at 5:32 P.M. The library advisory board than toured the newly rearranged Youth Services area.</p>

*Respectfully submitted, Connie Gilmore, secretary*